



Cincinnati Police Department STAFF NOTES

May 9, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



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1. ASSISTANT OPERATOR DISPATCHER EXAM

Police Communications Section is requesting Department members refer suitable candidates for employment as an Assistant Operator Dispatcher to City Human Resources. Candidates able to speak fluent Spanish would be an asset.

Computer links for information and applications are also available through the Police Department website, City of Cincinnati website, Careerbuilder.com, and Monster.com.

Applications must be received by 4:30 p.m., Friday, May 19, 2006. The exam will be held Saturday, June 3, 2006.

2. DONATED TIME FOR CLERK TYPIST 2 LEAH LACKEY-WATTS

Clerk Typist 2 Leah Lackey-Watts, Records Section, has exhausted all of her sick and vacation balances due to chronic health issues. Any Department member wishing to voluntarily donate time for Ms. Lackey-Watts should submit a Form 25S to their district/section/unit commander, listing Leah Lackey-Watts' name, section, the kind of time, and the number of hours being donated. Sick time may not be donated. The donor's rank and signature must appear on the Form 25S.

3. REVISION TO [PROCEDURE 12.370](#), PROBLEM SOLVING PROCESS, AND NEW FORM 562, COMMUNITY PROBLEM ORIENTED POLICING RESOURCE REQUEST

Procedure 12.370, Problem Solving Process, has been revised. Additional sections/units have been added to the requirement for submitting a quarterly problem solving report. Other minor changes have been made throughout the procedure to accommodate this requirement.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

Form 562, Community Problem Oriented Policing (CPOP) Resource Request, has been created for personnel to request additional funding and/or assistance from another district/section/unit in order to combat or solve a CPOP problem.

To access the Form 562, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 562.

4. REVISION OF PROCEDURE 16.111, EMPLOYEE TRACKING SOLUTION

Procedure 16.111, Employee Tracking Solution, has been revised.

Each district/section/unit commander is required to prepare a quarterly report after reviewing their employees' activity for the preceding 12 month period ending on the following dates: March 31, June 30, September 30, and December 31.

These reports are to be routed to the bureau commander within ten days following each reporting period. The bureau commander will review the reports and forward them to Inspections Section for their quarterly audit. The report must contain analysis and intervention information for each officer identified as exceeding the threshold in any risk category for the period.

For each quarterly review, an employee is evaluated on eight risk categories. Each risk category is assigned a numerical weight used to figure the standard deviation. The Organizational Group Analysis will display the total numerical weight of all incidents of the specific risk category. The numerical value does not indicate the number of incidents.

During a review, a risk category exceeding the established threshold will be displayed in green. A review of each risk category in green is required unless the risk category contains only a single incident. To determine whether it is a single incident, consult the Activity Assessment Setting Document in ETS for the specific weights.

- Example: If the vast majority of a relief has not been involved in an on-duty Category 1 vehicle crash during the preceding 12 month period, the Vehicle Crash risk category would display a score of 0. An employee involved in one on-duty Category 1 vehicle crash during the preceding 12 month period, would display a score of 2 in the Vehicle Crash risk category (weight of two per incident) and would appear in green. This does not require a review of the Vehicle Crash risk category.

A review of a risk category appearing in green due to a single incident is not required unless the employee has three or more separate risk categories displayed in green due to single or multiple incidents. This would require a review of all three risk categories exceeding the established threshold.

Numerous other changes have been made throughout the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

5. REVISION TO PROCEDURE 19.140, OUTSIDE EMPLOYMENT

Procedure 19.140, Outside Employment, has been revised. Department members are prohibited from any type of work for, interest in, or ownership of a liquor permit premise where alcoholic beverages are sold by the glass. In the interest of public safety, the Police Chief may approve blanket permits for liquor permit premises on a case by case basis. Additionally, outside employment requests for the Mounted Squad will be directed to the Special Events Unit. Special Events Unit personnel will coordinate these details with the affected district commander.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

6. THANK YOU LETTERS

Attached to these Staff Notes are numerous letters of support for the increased patrols in Over the Rhine as well as letters of praise for the following officers:

Lieutenant Colonel James Whalen
Lieutenant Jack Kraft
Police Specialist Al Gober
Police Officer Terrence White
Police Officer Matt Latzy
Police Officer Jason Hesselbrock

Captain Ken Jones
Sergeant Mike Hudepohl
Police Specialist Jeff Wiczorkowski
Police Officer Mark Ruter
Police Officer John Brown

12.370 PROBLEM SOLVING PROCESS

Definitions:

Community Problem Oriented Policing (CPOP) – to identify and analyze community problems and develop effective responses by utilizing the SARA problem solving method. The facilitation of this process is possible through the police, the Community Police Partnering Center (CPPC), and the community working together in a partnership.

Problem Solving – showing documentation of the problem definition, the analysis of the problem, and the range of alternatives considered.

SARA – the process of scanning, analysis, response and assessment of a problem.

Scanning – identifying the problem.

Analysis – learning about the causes, scope, and effects of the problem. Develop a quantitative measuring device to be utilized in the assessment.

Response - the encompassed actions taken to alleviate the problem.

Assessment – determination if the response worked using either a quantitative (measurement) or qualitative (degree of success) device.

Situational Crime Prevention – looking for solutions based on reviewing the information and determining what reduces or removes the opportunity to commit crime and disorder.

Incident – a single service request, for an individual or community concern.

Problem – two or more incidents that are similar in nature, which cause or are capable of causing harm, and the community expects or wants the problem resolved.

CPOP Web Page – www.cagis.org/cpop

Purpose:

To define a Departmental process of identifying and addressing problems and community service requests in an effort to improve the quality of life, safety and security of citizens.

Policy:

The SARA problem solving methodology is the primary process for addressing crime and disorder problems.

The CPPC is to be used as a resource for any problems identified by a district/section/unit commander as a possible CPOP initiative. Projects following the SARA methodology without the assistance of the CPPC will be reflected as a problem solving/CPD project.

Information:

Crime has three factors that are common in all occurrences. These factors are victims, offenders, and locations. When any one or more of these factors are reduced or removed, crime is decreased or eliminated. Situational crime prevention occurs when the community, police, and other entities exercise some form of control over their environment. This promotes a partnership of shared responsibility for community problem solving.

Community participation is critical to successful implementation of CPOP. City employees will work with community members to identify and resolve neighborhood problems. The Community Police Partnering Center will provide a link to social services and private resources. City staff and Partnering Center staff will work jointly to provide training and facilitate problem solving.

City staff, community members, and the Community Police Partnering Center will activate the problem solving process when a pattern of incidents is identified.

Procedure:

A. Problems Generated by Citizens

1. Citizens identifying a problem will provide input through a variety of City and Police Department access points, including the Internet (e.g., City's web page, Police Department's web page and/or CPOP web page).
 - a. Police Department personnel will obtain the necessary information to complete a Form 560, Community Problem Solving Worksheet, and follow the process outlined in Section B.1. – B.4.

B. Problems Received and/or Generated by Police Personnel

1. Police personnel will complete a Form 560 for any problem(s) that affect the quality of life of the community and submit the completed report to their immediate supervisor.
2. The supervisor will review the report for accuracy and completeness and forward the report to the affected CPOP supervisor.
3. The CPOP supervisor will review the Form 560 and route the report to the district/section/unit commander with a recommendation.
4. The district/section/unit commander will review the Form 560 to determine if it is a problem or an incident.

- a. An incident will be handled with an appropriate action or referral to an outside resource.
 - b. The district/section/unit commander will assign a problem requiring police assistance to the appropriate supervisor.
 - c. The district/section/unit commander may refuse to accept the situation as a problem or incident.
- C. Problems Generated by the Community Police Partnering Center (CPPC)
 - 1. Police personnel who become aware of a problem generated by the CPPC will complete a Form 560 describing the problem and forward the report to the affected district/section/unit commander.
 - 2. District/section/unit commanders may refuse to accept a situation as a problem or incident.
- D. Form 562, Community Problem Oriented Policing Resource Request
 - 1. Personnel in need of assistance from another district/section/unit will forward a request on a Form 562, Community Problem Oriented Policing Resource Request, through the chain of command.
 - 2. Personnel who have identified a need for additional funding to assist in solving a CPOP problem will complete a Form 562 and forward it through the chain of command.
- E. CPOP/SARA Problem Entry
 - 1. All problems or incidents will be entered in the CPOP/SARA application by any authorized member of the Department or the CPPC.
 - 2. The CPOP/SARA application will generate the SARA problem solving method, which will be utilized to identify the resources and develop a plan to respond to the specific problem.
 - a. Cases are designated as CPOP Cases, CPD Projects, or CPPC Projects.
 - 3. The application will also generate a unique identifier that will be used on all information pertaining to the specific incident or problem. The identifier will also be used to retrieve data in an archive format.
 - a. The identifier will contain the letters SARA, followed by the year and a four-digit number that will be assigned consecutively (for example, the year 2006, SARA060001, SARA060002, SARA060003).
 - b. There will be dropdown menus and options boxes with multiple categories to select.

- c. The data entry sheet for the application will be similar to the Form 560 and will contain all fields on the form.

F. Editing of a CPOP Problem

1. Any member of the Department or the CPPC, with a username and password for the CPOP/SARA application, may edit existing cases and projects.
2. Changes made to the dropdown menus or options boxes can only be made by personnel in the district/section/unit where the case or project originated.

G. Closure of a CPOP Problem

1. The assigned supervisor will confer with the CPOP Team or Department member involved with the project and submit the results of the action taken to the district/section/unit commander on a Form 561, Community Problem Oriented Policing Action Summary. The district/section/unit commander will determine if the goals of the problem solving process were attained.
 - a. If the assessment shows no effect on either the qualitative or the quantitative measurement device, the problem will be reassigned for follow-up.
 - b. If the assessment shows the measurement was effective, the problem will be closed and archived.
2. Once approved by the district/section/unit commander, the assigned supervisor or authorized member will close the case in the CPOP/SARA application.
3. The closing officer will notify the complainant who initiated the Form 560 of the results of the problem solving process.

H. Auditing of CPOP Problems

1. The following district/section/unit commanders will complete a quarterly problem solving report:
 - a. Districts One through Five
 - b. Downtown Services Unit
 - c. Mid-Level Drug Unit
 - d. Financial Crimes Squad
 - e. Homicide Unit
 - f. Major Offenders Unit
 - g. Personal Crimes Unit

- h. Park Unit
 - i. Traffic Unit
 - j. Youth Services Unit
- 2. Quarterly problem solving reports will contain the following information:
 - a. Specific problems addressed identifying causes, scopes, and effects of the problem.
 - b. State the quantitative measuring device used on the problem.
 - c. Steps taken toward resolution of the problem.
 - d. Obstacles encountered and recommendations for future improvement.
- 3. The supervisor assigned the problem will be responsible to review the CPOP/SARA application and ensure necessary and appropriate action is taking place.
 - a. The supervisor assigned the problem will report action taken to the district/section/unit commander every 30 days until the case is closed.
- 4. Inspections Section will conduct biannual reviews to ensure compliance with all applicable standards.

16.111 EMPLOYEE TRACKING SOLUTION

Reference:

Memorandum of Agreement between the Cincinnati Police Department and the U.S. Department of Justice
Employee Tracking Solution Protocol

Definitions:

Organizational Group - employees assigned to the same work group within the same district, section, or unit. Example: activity generated by second shift officers assigned to District One is compared to the activity of only those officers assigned to second shift in District One. Bureau commanders will determine the composition and number of groups within their respective bureau.

Personnel Service Record – information in the individual Personnel Information Sheets, Personnel Service Jacket, and the individual personnel file contained within the Employee Tracking Solution (ETS). The Personnel Service Record is just one of several tables within ETS and is used to provide the common dataset, e.g., Employee Identification Number, to link data in the other components of ETS.

Weighted Risk Assessment – all risk activities tracked in ETS are given specific weights to allow for a compilation scoring. This compilation score will be the basis for comparing employees within their organizational group based on variance from the mean. To view a specific weight assigned to a risk activity in ETS, click on the Inspections Section icon, then click on the Activity Assessment icon, and then click on the Activity Assessment Setting Document icon.

Threshold – values individually determined for each organizational group from the weighted aggregate risk activity and each individual activity measured by ETS. When used for analysis, thresholds will be defined in standard deviations above and below the mean. Initially, the threshold will be set at one standard deviation. However, once the system has been in use, thresholds may be modified to make the best use of the analysis capabilities of the system.

Purpose:

The Employee Tracking Solution (ETS) is a tool to assist supervisors and managers in the assessment of overall employee performance and to serve as an early warning system for employees engaged in risk activities.

Policy:

Managing risk is an important factor in the success of an organization. Reviewing risk activities and patterns of risky behavior, as well as recognizing proper and ethical conduct is the responsibility of those supervisors and managers. ETS has been developed to assist supervisors and managers in identifying both high achieving employees and those employees in need of intervention.

When the intervention includes a referral to an outside agency (Public Employees Assistance Program, police psychologist, etc.) only the name of the agency will be listed. The reason for the referral will be outlined in the employee's medical jacket maintained at Personnel Section. Authorized employees may access the medical jacket by contacting Personnel Section.

Information:

ETS will capture and record information on the following areas:

- Uses of force
- Canine bite ratios
- Number of canisters of chemical spray used by officers
- Injuries to prisoners
- Instances in which force is used and a subject is charged with "resisting arrest", "assault on a police officer", "disorderly conduct", or "obstruction of official business"
- Critical firearm discharges, on and off-duty
- Complaints and their dispositions
- Criminal proceedings initiated, civil or administrative claims filed, and all civil lawsuits served upon the City or its officers or agents, resulting from operations or the actions of Department personnel
- Vehicle pursuits
- Disciplinary action imposed on Department personnel
- Individual training information and records
- Injuries to personnel
- Auto accident information
- Court attendance
- Award/commendation information

ETS will compare the performance of employees assigned to similar organizational and/or peer groups. When used in conjunction with regularly scheduled reviews, supervisors will be able to use this system to assist in the evaluation of employee performance in addition to recognizing individual and group patterns which may warrant further review or intervention.

Procedure:

A. Bureau Commander Responsibilities

1. Define the organizational groups within their respective bureau.
2. Review and make recommendations to the Police Chief regarding the quarterly reports submitted by district/section/unit commanders.
3. Compare Inspections Section's quarterly audit to the reports compiled by district/section/unit commanders.

B. District/Section/Unit Commander Responsibilities

1. Ensure each officer is reviewed through ETS at the conclusion of each 28 day work period, or monthly, based on the work schedule of the organizational group and documented in the employee's Evaluation Supplement Log (ESL).

2. Ensure supervisors transferred into their unit perform an ETS review for personnel under their command. Document the review in the supervisor's Evaluation Supplement Log (ESL).
3. Ensure all supervisors in the employee's chain of command perform an ETS review for personnel transferred into their unit. This review should be documented in the transferred employee's Evaluation Supplement Log (ESL).
4. Prepare a report, routed through the bureau commander for presentation at the quarterly Command Review Session, identifying the following:
 - a. Recommended action for those employees under their command identified as being above or below the established thresholds at all required intervals.
 - b. The status of intervention plans initiated for employees in previous quarterly reviews.
5. Initiate appropriate intervention at the earliest possible time where intervention is appropriate based on any individual incident or accumulation of incidents.

C. Supervisor Responsibilities

1. Enter each type of report captured within ETS as a preliminary report except for Form 18NC, Noncompliant Suspect/Arrestee Report, and the Form 18CD, Use of Canine Field Deployment Report.
 - a. Route Form 18NC to Inspections Section for entry. The Form 18CD is entered at the Canine Unit.
2. Complete and "work-flow" all reports through ETS per current procedure.
 - a. Route all original documents using the current use of force jacket and appropriate label.
 - b. Fax Form 91SP, Supervisory Investigation of Employee Injury, to the City's current insurance carrier.
3. Take any intervention or disciplinary action required according to procedure or the Disciplinary Table of the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.
4. Outside of a procedurally mandated action related to an incident, the first review of an employee's record in ETS will be performed by the first level reviewer who reviews the original incident report unless the incident triggers an automated system alert. This ensures the investigating supervisor is not influenced by information in the system during the incident investigation.

5. All supervisors having line authority over an officer being transferred into an assignment will review the officer's ETS file at the time of transfer and document the review in the Evaluation Supplement Log (ESL).
 - a. Any supervisor transferred to another assignment will review ETS files on all officers assigned under their supervision.
6. Review individual officer activity at the end of each work period. Review activity in each category and the weighed risk assessment for determination of, and comparison with, the average organizational group activity levels.
 - a. During scheduled reviews, supervisors will look at an entire 12 month period of activity.
 - b. Document the review in the Evaluation Supplement Log (ESL) within ETS. If necessary, develop appropriate intervention strategies.
 - c. Initiate appropriate interventions when required by procedure. However, interventions may be initiated at any time if deemed necessary to address actions or behavior.

D. Intervention Processes

1. The following activities are considered interventions and will be documented in the employee's Evaluation Supplement Log (ESL):
 - Review
 - Counseling
 - Training
 - Referral to outside services such as Public Employee Assistance Program (PEAP), Police Psychologist, etc. (list only the agency name)
 - Monitoring plan – documented action plan with set reporting intervals
 - Reassignment
 - Discipline
 - Other, or any combination of the above
2. Intervention is mandated as a result of an officer exceeding established thresholds at any of the following required review intervals.
 - a. Based on current procedures or the Disciplinary Table of the Manual of Rules and Regulations and Disciplinary Process for the Cincinnati Police Department.
 - b. The chain of command review process for each incident generated.
 - c. Upon conclusion of supervisory review of individual officer activity for each 28 day or monthly work period.

- d. Upon conclusion of the quarterly Command Review Session.
- e. Upon conclusion of the Inspections Section quarterly audit.
- f. Result of administrative investigations.

E. Quarterly Reports

1. Each district/section/unit commander will prepare a quarterly report after reviewing their employees' activity for the preceding 12 month period ending on the following dates: March 31, June 30, September 30, and December 31. These reports are to be routed to the bureau commander within ten days following each reporting period. The bureau commander will review the reports and forward them to Inspections Section for their quarterly audit. The report must contain analysis and intervention information for each officer identified as exceeding the threshold in any risk category for the period.
 - a. For each quarterly review, an employee is evaluated on eight risk categories. Each risk category is assigned a numerical weight used to figure the standard deviation. The Organizational Group Analysis will display the total numerical weight of all incidents of the specific risk category. The numerical value does not indicate the number of incidents.
 - b. During a review, a risk category exceeding the established threshold will be displayed in green. A review of each risk category in green is required unless the risk category contains only a single incident. To determine whether it is a single incident, consult the Activity Assessment Setting Document in ETS for the specific weights.

Example: If the vast majority of a relief has not been involved in an on-duty Category 1 vehicle crash during the preceding 12 month period, the Vehicle Crash risk category would display a score of 0. An employee involved in one on-duty Category 1 vehicle crash during the preceding 12 month period would display a score of 2 in the Vehicle Crash risk category (weight of two per incident) and would appear in green. This does not require a review of the Vehicle Crash risk category.

- 1) A review of a risk category appearing in green due to a single incident is not required unless the employee has three or more separate risk categories displayed in green due to single or multiple incidents. This would require a review of all three risk categories exceeding the established threshold.
- c. Supervisory use of the ETS system includes but is not limited to proper review of each incident, intervention recommendations, intervention follow-up, and transfer reviews.

2. The Command Review Session will be held quarterly at the Police Chief's direction. Employees identified from this report, and any employees determined to have exceeded the established thresholds during the past quarter, will be discussed as well as intervention plans for them. The progress of intervention plans already in place from previous quarters will also be addressed.

F. Corrections to Reports

1. Once reports receive final approval they will be locked in ETS. Any locked report needing changes or correction requires approval from the Police Chief.
 - a. Submit a Form 17 to the Police Chief, through the chain of command, requesting the change or correction.
 - b. Upon approval, the Information Technology Management Section (ITMS) will take the necessary action to correct or change the report.
 - c. Revisions to weights as a result of an unfounded or exonerated finding will be handled according to Internal Investigations Section's Standard Operating Procedure.
 - d. Removal of discipline in the Personnel Module will adhere to current labor agreements.
 - e. If a document has not been finalized, the original author or their supervisor can email ITMS and request a modification such as redirecting the "work-flow" or a deletion.

19.140 OUTSIDE EMPLOYMENT

Reference:

FOP/City Labor Agreement
 Manual of Rules and Regulations - 1.05, 1.08, 1.12
 Personnel Policies and Procedures 2.3
 Procedure 19.105 - Sick/Injured With Pay and Special Leaves
 Procedure 19.107 - Family Medical Leave Act
 Procedure 19.130 - Limited Duty Personnel
 City of Cincinnati Special Events Policies and Procedures
 Fair Labor Standards Act

Definitions:

Outside Employment: Any employment, whether or not in exchange for a fee or other service. Outside employment does not include military duty or volunteer charity work unless the volunteer charity work is an extension of police services.

Outside Employment Extension of Police Service Details: The off-duty use of enforcement powers and training as provided to Department members by the City. In the case of extension of police service employment, the employer hires not the individual, but the uniform, badge, gun, and authority of the officer. This activity must remain closely regulated. All rules, regulations, policies, procedures, and directives applicable to officers in an on-duty status also apply to officers engaged in extension of police service outside employment.

Outside Employment Not Police-Related: Any employment not requiring the use of law enforcement powers, training, or equipment by an off-duty officer.

District Detail Coordinator: A member of the Department, assigned by the district commander in each of the five districts, who will be responsible for processing all open/blanket permit outside employment extension of police service details within that district.

Private Detail Coordinator: A member of the Department who is responsible for closed private employer outside employment extension of police service details. This coordinator will be the highest-ranking officer in charge of the outside employment extension of police service detail.

Policy:

The Department prohibits employment that presents a potential conflict of interest, or reflects an abuse of official position that could give rise to illegal or unethical practices.

The FLSA (Fair Labor Standards Act) forbids officers to volunteer extension of police services. If an officer desires to perform police-related services for a charitable or religious institution, a work permit must still be obtained and payment for services provided must be tendered, based on the hourly amount currently in effect. If the officer wishes to donate the proceeds earned back to the charitable or religious organization it is solely the decision of the affected officer. Officers desiring to follow this course of action must consider the tax consequences involved.

Personnel are expected to perform all lawful and reasonable duties and tasks related to their detail assignment. Any disputed duties or tasks must be brought to the attention of a supervisor as soon as practical for resolution. Substantiated complaints of unsatisfactory performance may result in disciplinary action and/or detail suspension as deemed necessary by the Police Chief.

Prohibitions include, but are not limited to, the following:

1. Department members are not permitted to sign up for, or otherwise indicate they are available to work, any more than one outside employment detail scheduled for a specific date and time. Department members are not permitted to sign up for, or otherwise indicate they are available to work, outside employment details if the working hours of the details overlap.
2. Sworn personnel, whether on duty or working a detail, may not handle currency or deposit bags. Sworn personnel are limited to escorting a responsible business employee.
3. Employment or interest in any vending machine company or service. This does not prohibit sworn or non-sworn personnel from purchasing, renting, or leasing vending machines from vending machine companies.
4. Employment of sworn or non-sworn personnel by a business to investigate or collect accounts, including repossession of automobiles and collection of debts.
5. Pre-employment investigations by sworn or non-sworn personnel for private industry. For this procedure, pre-employment polygraph examinations are not considered pre-employment investigations.
6. Any type of work by sworn or non-sworn personnel related to bail bonding.
7. Work by sworn personnel as a chauffeur for a limousine for hire company.
8. Any employment of sworn or non-sworn personnel which assists, in any manner, the case preparation for the defense in any criminal action or proceeding.

9. Any type of work by sworn personnel for, interest in, or ownership of a liquor permit premise where alcoholic beverages are sold by the glass. In the interest of public safety, the Police Chief may approve blanket permits for liquor permit premises on a case by case basis.
10. Plainclothes shoplifting details by sworn personnel. Exceptions may be made by the Police Chief for extenuating circumstances on a case by case basis.
11. Personnel in covert, undercover assignments may work uniformed, police-related outside employment details with prior authorization from the requesting officer's bureau commander. All officers working these detail assignments will comply with Department uniform and grooming standards.

Procedure:

A. Outside Employment Approval

1. All employees must obtain the Police Chief's written approval before engaging in outside employment. The employee requesting permission to work outside employment must verify via Detail Coordination Unit (DCU) that their request has been approved prior to working the outside employment.
 - a. Employees will complete a Form 668, Outside Employment Work Permit, for all outside employment requests and submit them through their district/section/unit commander.
 - 1) Forms 668 must include the employer's state workers' compensation number.
 - a) The only exception is outside employment, not police-related, where the Department employee is a sole proprietor or partner. Sole proprietors and partners without employees have the option of carrying workers' compensation insurance.
2. A Form 668A, Acknowledgment by the Secondary Employer, must be completed or renewed:
 - a. Annually, on or about January 1, for permanent secondary employers.
 - b. Once per calendar year for temporary secondary employers.

3. After review and approval, the district/section/unit commander will forward the Form 668, and Form 668A when necessary, through the bureau commander to DCU.
 - a. If a detail is in a district other than the unit of assignment, the requesting officer will obtain his unit commander's approval and then the affected district commander's approval before obtaining his bureau commander's approval.
 - b. If police-related services are to be rendered in another police jurisdiction, the requesting officer must obtain a letter of approval from the "chief law enforcement official" of that agency. Submit the letter to the Police Chief with the work permit. The Police Chief will consider each request on a case by case basis.
 - c. A unit/shift OIC (officer in charge) may approve requests for police-related outside employment of an urgent nature pending the immediate processing of the necessary forms.
 4. DCU will review all outside employment forms for completeness and compliance with procedure. After review, DCU will forward the forms to the Police Chief.
 5. Once approved, DCU will file the original Forms 668 and 668A in the master work permit file.
 - a. DCU will make additional copies and route them, if necessary.
 - b. Officers must submit any changes to the Form 668 by completing a new Form 668 and sending it to DCU.
 - 1) DCU will forward the new Form 668 to the Police Chief for approval.
 6. Employees or detail coordinators may cancel an outside employment work permit by submitting a Form 17 through channels to DCU.
- B. Blanket Permits
1. Blanket permit details require the completion of Forms 668 and 668A. These forms will cover all assigned personnel who work the detail.
 - a. The district/section/unit responsible for administering blanket detail permits will complete Forms 668, 668A, and 668B, Detail Assignment Roster.

- b. DCU will complete Forms 668, 668A, and 668B for the blanket detail permits under their control.
 - 2. A monthly negative report listing all inactive permits is required for each reporting period, or permits will be canceled.
- C. Position Vacancy Overtime (PVO)
- 1. Districts/sections/units will provide DCU with a copy of the report listing all PVO worked during a calendar month. Submit the report to DCU by the 5th of the following month.
- D. Detail Coordinators
- 1. Each police-related outside employer detail must have a detail coordinator. If only one officer works the detail, that officer is the detail coordinator.
 - a. District Detail Coordinator Job Responsibilities: Each district detail coordinator will follow the district SOP for their position. Processing will include, but is not limited to, receiving, posting, selecting, scheduling, assigning officers, and entering each outside employment extension of police service detail into the DCU database prior to the detail being worked by the assigned officer. The district detail coordinator will complete an accurate, typed Form 668B for all blanket permit details, whether worked or not, and submit to DCU by the 5th of the following month.
 - b. Private Detail Coordinator Job Responsibilities: The private detail coordinator's responsibility will consist of scheduling and assigning officers to work the outside employment extension of police service detail. The private detail coordinator will provide DCU with a monthly schedule of the dates, times, location and the names of the officers assigned to the outside employment detail by the first of the month. The private detail coordinator will complete an accurate, typed Form 668B, in chronological order, listing the names of personnel who actually worked the detail and indicate the number of hours paid. This also includes the detail coordinator's hours. Submit the 668B to DCU by the 5th of the following month.
 - c. The highest ranking officer working the detail must be the coordinator.

- 1) No detail coordinator may assign an employee of a higher rank to work a detail. Specialists and police officers will be considered equal in rank for purposes of this requirement.
- d. Officers scheduled to work details are responsible for notifying the detail coordinator of changes to the scheduled detail hours. Detail coordinators will ensure the accurate recording of hours on the monthly Form 668B that is submitted to DCU.
2. Employees working outside employment extension of police service details are under the supervision of the on-duty district OIC.
3. Employees will immediately notify the detail supervisor, if one is working, or the on-duty supervisor of the district of occurrence or closest district, and report on a Form 17 any incidents arising from their outside employment which might adversely affect the Department or its personnel.

E. Probationary Officers

1. The district commander may grant a probationary officer permission to work an outside employment extension of police service detail once the probationary officer receives approval to operate as a single patrol unit.
 - a. The probationary officer may only work details requiring two or more officers. One of the officers must be a non-probationary officer.

F. Assignment and Scheduling of Outside Employment Extension of Police Service Details

1. DCU is responsible for assigning personnel for all overtime details paid on the City check, except PVO. Detail coordinators are responsible for assigning and scheduling all other details.
2. For scheduling purposes, each district/section/unit, needing no more than 20 personnel on an overtime basis, will notify DCU of the number needed at least two weeks in advance. Any detail requiring more than 20 personnel will notify DCU of the number needed at least one month in advance.
 - a. The district/section/unit OIC may choose, with the affected bureau commander's approval, specific personnel due to the nature of the detail (e.g., knowledge of a specific geographical area).

3. Department personnel who want to work overtime details will submit a completed Form 668C, Overtime Availability Form, to DCU.
 - a. Submit a new Form 668C any time the information on a previously completed Form 668C changes.
4. DCU will assign details to personnel according to the total hours previously worked. If officers work an equal number of hours, seniority will be the deciding factor.
5. The Form 17DC, Change in Detail Assignment, must be filled out each time a change in detail occurs. It is the responsibility of the officer who was assigned the detail and is requesting a change to complete the Form 17DC. The receiving detail officer will sign the form accepting responsibility for the detail.
 - a. The Form 17DC will be used only for legitimate reasons, which include illness/injury, emergency or scheduling conflict. Emergency and scheduling conflicts will need an explanation. A supervisor will sign and date the form after reviewing it for legitimacy.
 - b. Immediately fax the Form 17DC to DCU and submit to the detail coordinator. The Form 17DC will be filed at DCU by the date of the detail.
6. Personnel who are unable to work a scheduled detail due to illness/injury, emergency, or other legitimate reason will find a replacement officer. If a replacement officer cannot be found the assigned officer will:
 - a. Notify an on-duty supervisor, an on-duty detail coordinator in the affected district, or a representative of DCU, if during regular business hours. The supervisor, detail coordinator, or DCU representative will select a replacement and document, via Form 17DC, listing the detail name, date, time, person originally assigned, and the person who worked the detail.
 - b. Immediately fax the Form 17DC to DCU prior to the detail being worked.
7. Officers are not permitted to change a detail in order to work another detail.

8. Upon completion of a City time and a half detail, personnel will have an authorized representative of the company employing the detail sign a completed Form 68P, Overtime and Court Appearance Report.
 - a. Officers are to immediately fax a copy of Form 68P to the DCU office and route the original through the chain of command to their respective timekeepers.
 - 1) DCU will complete a Form 435, Paid Overtime Report, listing all the hours worked by the officer.

G. Compensation

1. The Police Chief will set the minimum outside employment hourly pay rate.
 - a. Pay rates apply except as provided by ordinance, statute, or agreement entered into by the City.
 - b. Department employees may not work an outside employment extension of police service detail for less than the scheduled rank pay.
 - 1) Except with the Police Chief's permission, new detail requests reserved for supervisors will require payment at the supervisory rate.
 - c. A higher pay rate must be approved via the permit process and submitted through the chain of command for review and approval.
2. A district commander may determine the number of officers, equipment, and supplies necessary to perform police-related outside employment details.
3. An agency must hire and pay a supervisor when more than three specialists or officers simultaneously work a detail at one location.
 - a. Supervisors do not have to be compensated at the supervisor's rate if filling a position intended for a specialist/police officer.
 - 1) Supervisors will be compensated at the supervisory rate if filling a position intended for a supervisor.
 - b. Supervisors may not work at the specialist/police officer rate of pay when specialists/police officers are assigned to the detail.

- c. In instances where details involve multiple supervisors working in lieu of specialists/police officers, only the ranking supervisor needs to be compensated at the supervisory rate, following the manpower standards listed above, except as indicated in Section G.1.b.1).
 - d. Supervisors may continue to work those private single officer details which are currently paid at the specialist/police officer rate if supervision of subordinate personnel does not become a factor.
 - 1) New requests of this nature will be considered on a case by case basis.
 - e. Blanket, single officer details that are paid at the specialist/police officer rate may be filled by supervisors as a last resort, provided no specialist/police officer is available to work and when the detail would otherwise go unfilled (24 hours or less).
4. Officers working outside employment extension of police service details will receive a minimum of two hours pay for outside employment of less than two hours duration.
- a. Employers who cancel during the detail will pay for a minimum of two hours or for the time actually worked, whichever is greater.
 - b. An employer who cancels a detail must notify the detail officer at least two hours before the start of the detail. If the employer fails to provide the officer two hours notice, the detail officer will receive a minimum of two hours pay, paid by the employer.
 - c. If the detail is a City time and a half detail, the officer must be off duty for the full time of the actual payment.
5. Court time compensation resulting from outside employment extension of police service details is the responsibility of the outside employer.
- a. If an officer takes enforcement action due to his status as a police officer, and in circumstances which do not directly benefit the outside employer, the officer, with permission of a supervisor, may be compensated by the City.

- 1) Examples:
 - a) An officer is working a detail and takes enforcement action off the premises of the outside employer in an incident not related to the employer.
 - b) An officer is working an outdoor detail and assists with or disregards an on-duty unit on a radio run where enforcement action is taken and that action is unrelated to the outside employer (e.g., Highway Maintenance, church festival, etc.).
 - c) Anytime a police officer takes enforcement action completely unrelated to the detail.
- b. The supervisor approving the City paid compensation will note on the arrest slip or citation the action was not related to the detail.
- c. The officer will present a copy of the arrest slip or citation and the supervisor's notation to Court Control Unit personnel when checking in for court.
- d. The Court Control Unit supervisor will document perceived inconsistencies on the Court Control Unit supervisor's daily report.
6. No sworn employee will receive lump sum payments for disbursement to officers working outside employment extension of police service details. The outside employer must pay each detail officer directly or through the City payroll.
7. Secondary employers are required to document cash payments to officers working outside employment extension of police service details. An officer receiving a cash payment must sign for the cash payment.
8. Payment for outside employment from more than one employer for the same date and time, regardless of circumstances, is prohibited.
9. It is City policy to recover Department expenses incurred for providing services to other City departments.

10. For City agency or City sponsored/co-sponsored events (Octoberfest, Taste of Cincinnati, etc.), or work done by an outside employer for the City, County, or State (expressway repair) the following guidelines apply:
 - a. Officers will complete a Form 68P. The pay rate is time and one-half on the regular City payroll.
 - b. Finance Management Section will bill the affected City agency unless specifically exempt by the City Manager or City Council. The billing will include:
 - 1) Time and a half the officer's salary
 - 2) Fringe benefits
 - a) Retirement
 - b) Accrued liability
 - c) Workers' compensation
 - d) Unemployment compensation
 - c. Complete a Form 55, Letter of Understanding, or Form 56, Police Escort Letter of Understanding, and forward it to the Finance Management Section for billing. Copies of the memorandum are available at DCU.
11. Outside agencies
 - a. Complete a Form 55 whenever an outside employer performs work for the City where contracts or permits require a police detail. The overtime rate will apply.
 - 1) If an outside employer performs work for the City and wishes to hire a police detail at his own option, he may pay the officer directly, at the current outside employment rate.
 - a) If an outside employer hires a police detail at his own option and wishes to pay for services rendered through the City payroll, the overtime rate will apply. Complete a Form 55 or Form 56.

- 2) Complete a Form 56 whenever an employer requests an on-duty police escort of minimal duration, normally one to two hours. Use on-duty personnel only for these escorts. Direct requests for this type of escort to DCU.
 - 3) If the outside employer's work is not performed for the City (e.g., convenience store security, church festivals, etc.), the outside employer will pay the outside employment hourly rate directly to the officer(s).
12. Police vehicles used on outside employment extension of police service details require vehicle compensation paid to the City at the current hourly rate.
- a. Complete a Form 55 covering vehicle compensation and forward the completed paperwork to the Finance Management Section for billing.
 - b. Any waiver of fees requires the Police Chief's or bureau commander's written approval.

H. Work Hours

- 1. Employees will ensure there is at least a 15-minute separation between their tour of duty and outside employment, and between successive outside employment details if the starting location for the next detail is different from the ending location of the previous detail.
 - a. The 15-minute separation period is not necessary if the outside employment detail starts in the same location the on-duty work stopped.
- 2. The Police Department may review the on-duty work performance of any officer who works greater than 64 combined hours of work for the City and work in outside employment extension of police service details within a regular work week (Sunday through Saturday). The purpose of this review is to determine whether the officer's outside employment has had an adverse effect on the officer's performance of his official police duties. Working combined hours greater than 16 hours in any 24-hour period is prohibited.

- a. Exception to the 16-hour rule: An officer works a scheduled detail and due to an extraordinary circumstance beyond the officer's control (e.g., rain delay at a baseball game) the detail is extended. The officer is required to obtain verbal permission from a supervisor to continue working the detail.
 - 3. Employees may not engage in any type of outside employment while working in an on-duty assignment.
- I. Parking Lot Details at Liquor Permit Premises
- 1. District commanders may submit a blanket permit for a parking lot detail at a liquor permit premise where the primary business is the sale of liquor for consumption on the premises.
 - a. Each detail is open to all sworn personnel, except probationary officers.
 - b. The Department prohibits private work permits for parking lot details at a liquor permit premise.
 - 2. DCU schedules all parking lot details.
 - a. DCU will forward sign-up sheets to the districts on the fourth Tuesday of the month for the second coming month.

Example: On March 23, DCU will send out sign-up sheets for May.
The sign-up sheets will be due by the second Tuesday of the following month.

 - b. The final detail roster of selected personnel will be posted in districts by Friday of the second week. A posting date and due date will be noted on each sign-up sheet. Once the sign-up sheets are recalled from the districts, DCU will not accept late sign up requests over the phone. DCU will not release the names of selected personnel until the lists are posted in the districts. Once the final picks have been posted in the districts, any officer interested in filling a vacant detail slot must contact DCU to sign up for the detail.
 - c. Personnel assigned to the district where the bar is located will receive first preference for parking lot details at liquor permit premises. DCU will select officers from other districts/sections/units for any remaining dates.

- d. Personnel who sign up for parking lot details at liquor permit premises must include their name, badge number, and unit of assignment. If any of the information is missing, the officer may not be selected for the detail.
 - e. It is a violation of Department policy to sign up for more than one detail at the same time. Officers who violate this policy will not be selected by DCU to work either detail. This is in addition to any other necessary corrective action.
- 3. District commanders may cancel or deny a parking lot detail at a liquor permit premise when they:
 - a. Recommend a liquor license not be renewed.
 - b. Determine a potential conflict of interest could arise between officers working the blanket permit detail and officers enforcing liquor violations.
- 4. Officers are not permitted to enter the liquor permit premise except for emergency situations. Officers will not check identification or act as bouncers.
- 5. Officers will enforce all laws in and around their area of assignment.

J. Strikes

- 1. Employees holding outside employment work permits with a company affected by a strike will suspend employment with that company during the strike.
 - a. The detail coordinator must report this action on a Form 17 to the Police Chief.
 - b. Upon termination of the strike, the affected detail coordinator will request, via Form 17, reinstatement of the permit by the Police Chief.

K. Detail Notification

- 1. The officer working an outside employment extension of police service detail is responsible to ensure the detail is:

- a. Properly entered in the Computer Aided Dispatch (CAD) system. This information includes the officer's name, badge number, radio number, date, detail name, address of the detail, hours of the detail, number of officers assigned and whether uniform or non-uniform.
 - b. Logged off the CAD system at the end of the detail.
 - 1) Details will not be entered or secured from the CAD system by radio.
 - 2. Police Communications Section (PCS) is not responsible for the accuracy of detail entries or for logging off such entries.
 - 3. The officer working the detail may go in person to the CAD terminal or contact the district desk officer to enter or log off the detail. Detail information will not be relayed by radio.
 - 4. The Mobile Data Terminal (MDT) may be utilized to enter detail information and to log the detail off CAD.
 - 5. Shift supervisors will review, via MDT or CAD terminal, details worked during their tour of duty. They are responsible for ensuring details are properly secured in a timely manner.
 - 6. PCS will broadcast information when details will have city-wide impact (road closures, etc.).
- L. Prisoners
- 1. Officers who make an original arrest while working a police-related detail will:
 - a. Accompany the prisoner to the appropriate facility for processing.
 - 1) A district supervisor may make exceptions if a detail officer cannot leave a post.
 - b. Call for an on-duty officer for transportation back to the detail site upon completion of processing.
 - 2. If the arrest process and necessary Departmental reports (i.e., use of force, chemical irritant, etc.) are not completed by the scheduled ending time of the detail, the officer(s) involved will:

- a. Be compensated by the Department at the time and a half rate from the scheduled ending time of the detail until the reports are completed.
 - 1) Be compensated at the normal pay rate for completion of the reports for any period of time that extends into the officer's regular duty hours.

M. Outside Employment While on Light Duty, Injured With Pay Status, or Off-Duty Sick Status

- 1. Officers may not work a police-related detail while on light duty, in an off-duty injured with pay status, in **any** off-duty sick status, or off-duty due to any Family Medical Leave Act (FMLA) approved time.
- 2. Officers may engage in outside employment, not police-related, while on light duty or in an off-duty injured with pay status, if the work does not exceed the officer's light duty or injured with pay limitations.
- 3. Employees will not work any other employment while on sick with pay status with the City.
- 4. Officers must physically report for work after being off duty while injured, sick, or taking FMLA approved time before working a police-related detail.
 - a. Officers who call their workplace and report themselves on track are not eligible to work an outside employment extension of police service detail prior to reporting for their next scheduled tour of duty.

N. Mounted and Canine Squads

- 1. Outside employment requests for the Mounted Squad will be directed to the Special Events Unit. Special Events Unit personnel will coordinate these details with the affected district commander.
- 2. Outside employment requests for the Canine Squad will be directed to the Special Services Section. Special Services Section personnel will coordinate these details with the affected district commander.
- 3. The hourly rate for use of the animal is \$25.00 per hour, with a four hour minimum. Detail time will include sufficient time to prepare, transport, and secure the animal after the detail.

- a. The hourly rate for the officer will be in addition to the cost of the animal and equipment, and will correspond with the current compensation schedule.
 - 4. Police vehicles used for transporting the animals are billed at the current rate.
 - 5. Any waiver of fees will require the Police Chief's or bureau commander's written approval.
 - 6. Department guidelines for canine and mounted use apply to all outside employment details.
- O. Detail Inspections
- 1. The DCU Commander will conduct random inspections of outside employment extension of police service details and will report the results of those inspections to the bureau commander.
 - 2. Field supervisors inspecting details can access a continuous seven day listing of scheduled details throughout the City via the "Outside Employment" link on the Department computer desktop.
 - 3. All on-duty shift supervisors, as part of their regular duties, will inspect a minimum of one outside employment detail per shift. Document any violation of Department rules, regulations, or procedures, including Procedure 19.140 on a Form 669, Report of Inspection. The inspection will include attention to the following:
 - a. Officer's appearance and fitness for duty.
 - b. Whether the officer(s) is attending to required duties.
 - c. Whether the officer(s) who signed up for the outside employment extension of police service detail is working the detail.
 - d. Whether the officer is logged on with Police Communications Section.
 - 4. The supervisor will forward the Form 669 to Inspections Section through the chain of command.
 - 5. District supervisors are responsible for inspection of DCU details and details scheduled and coordinated by district/section/unit coordinators.
 - 6. If there are no details worked during a supervisor's shift, no Form 669 is required.

P. Corrective/Disciplinary Action and Suspension from Details

1. Personnel are subject to progressive corrective/disciplinary action and/or suspension from all outside employment extension of police service details for the following:
 - a. Violation of any provision of this procedure.
 - b. Failure to report for an assigned outside employment detail.
 - c. Tardiness.
 - d. Lack of proper equipment.
 - e. Unacceptable appearance, performance, or conduct.
2. DCU will be the central repository for all employee records relating to corrective/disciplinary action and suspension from outside employment extension of police service details.
 - a. Supervisors will report all instances of absenteeism, tardiness and/or any violations of Procedure 19.140 to DCU via a Form 17DP.
 - b. DCU will forward all disciplinary recommendations through the bureau commander to the Police Chief for approval.
3. PVO and department overtime will not be affected by outside employment extension of police service detail suspensions. Officers may work PVO and department overtime while on a detail suspension.

Q. Detail Audit

1. Upon notification of a detail violation (100 hours rule, conflicting times, etc.) a supervisor will complete a Form 17DA, Report of Detail Audit.
2. The Form 17DA will be routed to Inspections Section through the chain of command.
3. Inspections Section will conduct an audit of the Forms 17DA on January 15th and July 15th of each year.

Garfield
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April 20, 2006

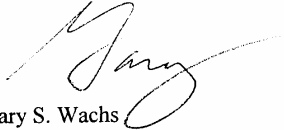
Captain Ken Jones
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Ken,

As you can see from our last two security reports, we have constant nightly activity in our area and, thank God, you guys are on top of it.

I guess this is a "preview of coming attractions" for the summer. Let me know what we can do, if anything. We sure appreciate what you do!

Sincerely,

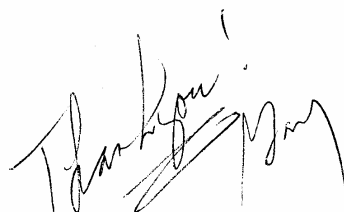


Gary S. Wachs

cc: Chief Tom Streicher

Enclosures (2)

GSW/ns



City of Cincinnati



Leslie Ghiz
Member of Council

City Hall, Room 354
801 Plum Street
Cincinnati, Ohio 45202-1979
Phone (513) 352-3344
Fax (513) 352-3277
E-Mail: leslie.ghiz@cincinnati-oh.gov

COMMITTEES

VICE-CHAIR
Law & Public Safety

VICE-CHAIR
Economic Development

Member
Finance

April 26, 2006

Tom Streicher
310 Ezzard Charles Dr.
Cincinnati Ohio 45214

Dear Chief Streicher,

On April 14 and April 25th, I had the pleasure of riding with officer John "Isaiah" Brown in District III and Officer Jason Hesselbrock in District I. To see first hand, what these men do on a daily basis is an experience I will never forget.

While we were in some of our city's most crime-infested neighborhoods, during the most *active* hours, I never felt the least-bit threatened. Officers Brown and Hesselbrock were both extremely polite, honest, professional, and well trained. I have never been more proud to be a Councilmember and citizen of Cincinnati. Both Officers are walking examples of what is great about Cincinnati. I want you to know I can never thank them enough for the service they provide to myself and every citizen of Cincinnati.

Thank you for allowing me to view first hand the services provided by our police department. I am convinced we have some of the best officers in the country, and I am committed to working with you to help make Cincinnati safer.

Thanks,


Leslie Ghiz

cc: Col. Jenke

Equal Opportunity Employer



City of Forest Park

Division of Police



Kenneth D. Hughes
Chief of Police

Phil Cannon
Captain

April 27, 2006

Lieutenant Colonel James L. Whalen
Investigations Bureau Commander
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Lt. Colonel Whalen,

On behalf of the Forest Park Citizens Police Academy Alumni Association, please accept my sincere appreciation for being the featured speaker at our April 26, 2006 meeting. Your presentation to our members and the public provided valuable information on how your department's law enforcement activities are affecting the suburbs and what we can do to help our police department reduce incidents of "community terrorism". At our June meeting, the Forest Park Police Department will follow up your remarks with a presentation on how this department's policing initiatives are affecting "community terrorism" in our City.

I applaud your willingness to share your knowledge not only with your professional contacts, but with civic and community groups as well. One of the first lines of defense against future criminal acts is an aware public, and your presentation served to increase that awareness.

It was a pleasure to meet you, Colonel Whalen and once again, thank you.



Kathryn L. Lives, MMC/PRP
President
Forest Park Citizens Police Academy Alumni Association

c: Ken Hughes, Police Chief
Gary Terrell, Police Lieutenant
Thomas Streicher, Police Chief, City of Cincinnati

j:tywhalen

1203 West Kemper Road • Forest Park, Ohio 45240
(513) 595-5220 • FAX (513) 595-5290

St. Peter Claver Latin School for Boys
121 E. 13th Street
P.O. Box 14686
Cincinnati, Ohio 45250

April 18, 2006

Dear Mr. Mayor and Members of Council:

I wrote to you recently about problems that our staff and students had encountered with people malingering on the street, drinking, and smoking, and disturbing our school and I said that Captain Jones of District Jones had responded with additional walking and bike patrols. Captain Jones and his officers have continued to help. Our school is on spring break this week and we will talk to the officers when we get back.

In the mean time I see that the police have started the special Over the Rhine Task Force and the county has found some more jail space. I assume that city council had to provide additional funding for the task force and I thank you for that. We need to be able to walk the streets of the Over the Rhine without being hassled and without all the continual open air drug markets. We need as many walking patrols as possible.

I appeal to you to support our police force with the resources they need and with the support they need. Previous councils have not supported the police. In fact they have been blamed them for society's failures. We at St. Peter Claver are trying our best to turn inner city boys into successful leaders. We can't do it if the parents of our boys are too intimidated to bring their boys to school. Make our streets safe.
Thank you.

Regards:

Bob Ketterer
President of Board of Directors



POLICE

5087 JOHN TYLER HIGHWAY
P.O. Box 8784
WILLIAMSBURG, VA 23187-8784

OFFICE: (757) 253-1800
FAX: (757) 229-8729
ANIMAL CONTROL: (757) 565-0370

Date: April 14, 2006

To: Tom Streicher, Chief of Police
310 Ezzard Charles
Cincinnati, Ohio 14521

From: David Daigneault, Chief of Police – Retired
James City County Police Department
P.O. Box 8784
Williamsburg, Va. 23187


Ref.: Commendation for Det. Matt Litzy

Dear Chief ^{Tom}Streicher,

As former Chief of James City County Police Department, I wish to compliment your Department, in particular, Detective Matt Litzy, for assisting me in getting a problem corrected concerning a 1973 MGB that I was attempting to get licensed in Virginia.

It seems the motor vehicle department in Ohio had issued a license plate with the same Vin. # as the MGB I was trying to purchase. It was also reported as stolen in 2001, and was listed as a 1973 MGB, as well. Imagine my surprise when the Virginia Department of Motor Vehicles told me the vehicle was stolen and quickly seized the title. Well, to make a long story short, the Ohio motor vehicle department had issued a license plate where the Vin # was one number off and thus was identical to the car I was trying to purchase. Detective Litzy gave the problem quick and personal attention and it was resolved in less than 24 hours. Detective Litzy was both courteous and professional in his demeanor and I just felt you should know.

I know as a former Chief we get more letters of complaints than we do compliments. I just want you to know that Det. Matt Litzy made a good impression on me and your Department as well.

Sincerely,

David A. Daigneault
Chief of Police, Retired

FATH PROPERTIES

255 EAST FIFTH STREET
SUITE 2300
CINCINNATI, OHIO 45202
TELEPHONE (513) 721-4070
FAX (513) 721-4098

April 24, 2006

Honorable Mark Mallory, Mayor of Cincinnati
David Rager, City Manager
James Tarbell, Vice Mayor
Cincinnati Council Members: Jeff Berding, Chris Bortz, Laketa Cole, John Cranley,
David Crowley, Leslie Ghiz, Chris Monzel, Cecil Thomas
801 Plum Street
Cincinnati, Ohio 45202

Dear Mayor Mallory, Mr. Rager, Council Members, and Chief Streicher,

I am writing to commend your recent enhanced attention to issues of crime and safety in Over-the-Rhine, including additional police patrols and task forces.

Over-the-Rhine is a neighborhood in transition. We know that improvement has already begun. The Art Academy has relocated; Cincinnati Opera has invested in new offices in Music Hall; plans are well underway for CPS's new arts school. We are especially encouraged by the efforts of 3CDC. However, if the climate of violence remains, these improvements will have little meaning.

The recent focus on the safety of those who live and work in Over-the-Rhine has made a difference. Although I hear that these efforts are currently planned for a limited time, I want to encourage you to continue the increased attention that has been directed to Over-the-Rhine. If this activity is not sustained, many of us fear a return to an unacceptable level of crime and violence.

Without a safer, more orderly environment, the success of our many projects in Over-the-Rhine will be jeopardized. Most particularly, Music Hall is the linchpin in this neighborhood's viability. As a city-owned facility housing three of the region's major arts organizations – Cincinnati Opera, Cincinnati May Festival, Cincinnati Symphony Orchestra – Music Hall and its immediate neighborhood must be perceived as safe and attractive destinations.

Those of us who frequent and love the arts have invested considerable time and resources in the arts organizations of Over-the-Rhine. We urge you to leverage our investment and keep at it until the worst problems have been contained or eliminated. We are eager to support you in any way that's appropriate for business leaders and concerned citizens to be involved.

Sincerely,


Harry Fath

CINCINNATI SYMPHONY ORCHESTRA

PAAVO JÄRVI • MUSIC DIRECTOR



April 25, 2006

1241 ELM STREET
CINCINNATI, OHIO
45202-7531
TEL 513.621.1919
FAX 513.744.3535

STEVEN MONDER,
PRESIDENT

Mayor Mark Mallory
Office of the Mayor
801 Plum Street, Room 150
Cincinnati, OH 45202

Members of City Council
City of Cincinnati
801 Plum Street, Room 150
Cincinnati, OH 45202

Colonel Thomas H. Streicher, Jr.
Cincinnati Police Chief
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Mayor Mallory, Members of City Council, and Colonel Streicher:

I am writing to you as the Chairman of the Board of the Cincinnati Symphony Orchestra (CSO) for two reasons. The first is to thank you for your redoubled efforts to quell drug-related violence in the Over the Rhine neighborhood surrounding Music Hall. The second reason for this letter is to call your attention to some of the business realities that the CSO faces as an entertainment enterprise in Over the Rhine.

In recent years, Music Hall has been a mixed blessing for us. Our loyal subscribers are thrilled with the Hall's beauty and prestige, and they are in the habit of coming to concerts under almost any circumstances. Perceived risks about the Music Hall neighborhood are barely an issue for these devotees.

It is a fact of entertainment business life that loyal season subscribers are fewer in numbers for major U.S. symphony orchestras as consumer buying habits have changed over the years. Shorter subscription packages and single ticket sales increasingly seem to be the wave of the future, and these are more often the purview of a younger consumer demographic.

We have found that our younger concertgoers who typically have less discretionary income, and who are keenly aware of the competition for their entertainment dollars are less loyal and more easily steered away from downtown and Music Hall when the news from Over the Rhine turns sour. Thus, in some respects we live at the mercy of newspaper headlines with an important segment of our current and future audience.

We feel that we provide an excellent and highly artistic entertainment product and that we can compete effectively with other providers given a level playing field of safety, patron amenities, and convenient parking. Instability in the neighborhood reinforces negative perceptions and puts us at an obvious disadvantage.

There is widespread agreement that the Arts are important to the viability and richness of our community, and that the Cincinnati Symphony Orchestra is one of the preeminent components of artistic life in the Greater Cincinnati area. We who are associated with the CSO are taking every possible step to preserve and enhance this important institution, and we appreciate and encourage your continuing good efforts on our behalf in improving the overall situation in our downtown neighborhood.

Sincerely,

A handwritten signature in dark ink, reading 'Rich Reynolds'.

James B. Reynolds
Chairman of the Board of Trustees
Cincinnati Symphony Orchestra

The Cincinnati
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is a beneficiary of the
FINE ARTS FUND.

cc: Steven Monder, President
Cincinnati Symphony Orchestra

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E-mail:grunewald@kcnet.com

April 24, 2006

Colonel Thomas H. Streicher, Jr.
Chief of Police
310 Ezra Charles Drive
Cincinnati, OH 45202

Dear Sir:

This is not a letter of complaint. Quite the contrary. In the course of an extended driving trip, I was briefly in Cincinnati on April 9, 2006, at which time I was involved in a minor traffic accident. I am writing you concerning the two officers who handled the matter. Although the circumstances of our meeting was very distressing to me, I was greatly put at ease by their professional, courteous and friendly demeanor. They of course did what they had to do, as witnessed by the copy of the ticket they issued me which I am enclosing. But they were extraordinarily kind and pleasant and made for me, what was a very unpleasant situation quite bearable. I believe that they are a credit to you and to your department. To my mind, they went well beyond the call of duty and even went out of their way to help me get to my next destination in a city I am not really familiar with.

You would be doing me a kindness if you could make them aware of this letter, in whatever way seems right and proper to you.

Sincerely,

K. Grunewald

Cincinnati Police Department
District #3
3201 Warsaw Ave.
Cincinnati, Ohio 45205

Dear Captain Raabe,

I'm writing this letter in regards to a positive interaction I had with two of your officers. Unfortunately on April 12, 2006, I had to file a theft report. The two officers that arrived at my house were Officer Wieczorkowski and Officer Ruter. I was impressed with their professionalism and their listening skills. I was not in the greatest of moods, given that someone had taken my property. These two officers were very patient with me. I feel that these officers went above and beyond taking a simple report. It seemed as if they genuinely cared about my unfortunate experience.

I would hope that you can recognize them in some way as well as thank them again for me.

As a home owner in East Price Hill, I am proud to have these two officers in my neighborhood.

Thank you,

A handwritten signature in cursive script that reads "Jeffrey Milton".

Jeffrey Milton
1240 Sunset Ave.
Cincinnati, Ohio 45205
(513) 277-9375



SEAN D. DONOVAN
CHIEF DEPUTY

SIMON L. LEIS, JR.
SHERIFF
HAMILTON COUNTY, OHIO

JUSTICE CENTER
ROOM 110
1000 SYCAMORE STREET
CINCINNATI, OHIO 45202 - 1336
(513) 946 - 6400
FAX: (513) 946 - 6402



April 20, 2006

Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief Streicher:

On April 20, 2006, at approximately 0334 hours, a vehicle being driven by Richard Ahrens, of 8300 Shenstone Drive, was eastbound on State Route 32 at Clough Pike in Anderson Township. The driver lost control and traveled off the left side of the highway, striking a guardrail and a utility pole. The fuel tank ruptured, and the vehicle became engulfed in flames with the driver trapped inside.

At this point, Cincinnati Police Sergeant Michael Hudepohl, who was off duty and driving his own vehicle, stopped to render assistance. Sergeant Hudepohl was able to free Mr. Ahrens from his burning vehicle and carry him to safety. The driver was transported to University Hospital, where he is listed in critical condition.

There is no question the quick actions of Sergeant Hudepohl, taken without regard for his own personal safety, saved the life of Mr. Ahrens by removing him from his burning vehicle. I would like to commend Sergeant Hudepohl for his act of bravery and thank him for a job well done.

Very truly yours,

Ramon J. Hoffbauer
RAMON J. HOFFBAUER, Colonel
Patrol Division Commander

RJH/lcm

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ANDERSON TOWNSHIP FIRE AND RESCUE DEPARTMENT
6211 SALEM ROAD
ANDERSON TOWNSHIP, OHIO 45230
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Chief of Department
Mark J. Ober

Life Safety Division
Assistant Chief
Craig Best

Planning Division
Assistant Chief
Thomas Riemar

EMS Division
Battalion Chief
Fred Buop

Support Division
Battalion Chief
Paul Cunningham

Training Division
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Richard Martin

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Gloria Thompson

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474.9761
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Fax: 388.4453

Station 101
6880 Hunley Road
Anderson Twp., Ohio 45244
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Fax: 624.3892

April 20, 2006

Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Chief,

On behalf of Chief Mark Ober and the Executive Staff of the Anderson Township Fire Department we would like you to be aware of the heroic actions one of your Cincinnati Police Sergeants.

Last night, Sergeant Mike Hudepohl was off duty and came across an MVA on Clough Pike near Batavia Pike (S.R. 32). The driver was trapped, unable to get out, and the vehicle was smoking progressing to catch fire. We have been told, that without delay, Sgt. Hudepohl interacted and managed to pull the driver, who was in serious condition, to safety before the fire reached the interior of the vehicle.

These actions are often unseen by the public and because of our training and responsibilities to serve; we often act without delay in doing what we can for individuals we don't even know.

We proudly salute Sgt. Hudepohl for his actions beyond the call of duty and the Cincinnati Police Division in which he proudly represents. He is a credit to all of us who have dedicated ourselves to public safety.

Sincerely,

Craig A. Best
Assistant Chief
Life Safety Division

Emergency Dial 911

Subject: Thank you for caring about OTR

Good morning. My name is Jeff Brandt. I grew up in Over-the-Rhine in the 1970s and '80s and left the neighborhood to go to college. I returned in the mid '90s and now live in OTR with my wife and one-year-old son.

I am writing to thank you for your walk in support of OTR. Please know that, from a resident's point of view, the Cincinnati Police's recent work here is appreciated. The successes of this month's task force is something we have needed for years. All of my neighbors (except for a couple of men down the street that we and the police believe are dealing drugs) are extremely happy with the changes the task force has brought.

Please do everything you can to support an indefinite extension (or regular reactivation) of the task force in OTR. As you know, overwhelmingly it is not the people of OTR who are the criminals. Captain Ken Jones reports that 67% of those arrested through the task force are from outside the neighborhood. These criminals are the drug dealers and people from Kentucky, Indiana, Clermont County and the suburbs of Cincinnati who have become used to treating my neighborhood as an outdoor drug market. Thank you for supporting the people of OTR and the police who are risking their lives to protect us from the gun-wielding drug dealers.

Thank you also for supporting redevelopment in my neighborhood by approving Gateway II. This is not the feared gentrification that a minority of folks (many of whom are also, curiously, not residents of OTR) told you. Empty buildings mean places for crime. Inhabited buildings mean more of us to keep an eye out for the criminal element. With 500 empty buildings and almost as many empty lots in OTR, this decade's new wave of minority-inclusive redevelopment is the answer for my neighborhood. Please continue to support development of OTR and 3CDC's efforts here.

Finally, any pressure you could put on the city's employees that are supposed to remove trash from public garbage cans and public streets and alleys would be greatly appreciated. Either the leader of that department is asleep at the wheel or lacks basic funding. (I am not in a position to know which answer is correct.) Garbage cans in certain parts of our neighborhood are constantly overflowing, and certain alleys are constantly filled with trash. Interestingly, the police work has seemed to help decrease the daily amount of trash added.

In sum, thank you for taking the time to walk our neighborhood and for your support of the police's task force and developers who wish to turn abandoned buildings and lots into homes for both low income and market rate dwellers.

My street (Mulberry Street) is already mixed racially, mixed ethnically, and mixed-income—and it works. Together, we tolerate everything except crime and criminals. Please help us ADD law-abiding residents by funding the police task force and approving 3CDC's work.

Jeff Brandt

Dear Colonel Streicher:

I want to express my sincere appreciate for the work of the Cincinnati Police in Over-the-Rhine during the past few weeks. I certainly have noticed a difference in the amount of people on the streets, and the types of people. The problems are long from being solved, but the presence of the additional officers in the area is comforting and the knowledge that something is being done to correct the many problems is a step in the right direction. I hope this police coverage can continue for several months in an attempt to make the area safer for those of us who work and live in Over-the-Rhine.

One concern I continue to have is the Drop-In Center. I have worked in Music Hall for over 26 years and the Drop-In Center has been and continues to be a problem for the community. I often walk to lunch - south on Elm and approach the corner of Elm and 12th Street with concern. I would like to think the majority of the people frequenting the Drop-In Center are harmless, but am never sure. I would feel much safer if the Drop-In Center were located in another area. I would think this is a concern for the Cincinnati Police Department as well.

I thank you and all of your officers for working so hard to make this a safer community. If there is anything I can do as one individual to help in the cause, please do not hesitate to be in touch.

Jan Cauhorn
Administrative Office Manager/Tour Coordinator
Cincinnati Symphony Orchestra

Colonel Thomas H. Streicher Jr.
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Police Chief Streicher,

On September 3rd of 2005 I was robbed and attacked in the 1600 block of Elm St. while walking to my car. The assailant took my purse and cell phone, but within minutes Officer Terrance White was running down the street towards me. He stopped to see if I was all right and then bounded after my attacker. Shortly after this, Officer Gober arrived to take my statement and attempt to calm me after this terrifying ordeal. Shortly after this, the suspect was arrested and amazingly I received all of my property back.

Unfortunately my attacker, Ernest Seay, complained of chest pains and was taken to University Hospital where he later managed to escape. Twelve days later he attacked another woman in Clifton twenty times with a stun gun. Thankfully, he was arrested in Brooklyn, New York in November and will eventually be extradited back to Cincinnati to face trial here. I'm sure that you are familiar with at least most of the details of this case. Your department searched diligently for him for several months. At one point there was even a S.W.A.T. Team standoff in Over-the-Rhine when there was information that he was staying in a building on Race Street.

The purpose of my letter is this: I have failed to thank your department for all of the hard work that they did to apprehend Ernest Seay. Honestly, I've tried to let it go because it was certainly not the most pleasant experience for me, but I feel terrible for not adequately expressing my gratitude before now. Thanks to Terrance White for chasing him down the street and arresting him so promptly. Ernest Seay robbed me with a fully loaded 22, so Officer White put himself in danger by pursuing Ernest. When I saw Terrance again at our grand jury testimony he told me how many nights of sleep he lost over this case and I have no doubts that this is indeed true. I know that Officer White staked out Ernest Seay's bank, interviewed his family members, followed up on every lead, and talked to people from the neighborhood to determine where Seay was staying. I'm sure that he did much more than this, but this is the only information about the investigation that I have been told about. He has also been very polite and respectful every time I have spoken to him. He is truly an asset to the Cincinnati Police Department.

I would also like to thank Lt. Jack Kraft for keeping me informed of everything related to this case. He always promptly returned my calls and answered all of my questions even when I was probably being a bit of a pest. I know that he worked tremendously hard on this case and was as frustrated as I was when several months went by without an arrest.

Also, I would like to thank Officer Gober who took my statement and let me know that Officer White had made an arrest. He was very professional and considerate. I was pretty shaken up while I was speaking to him, but he did make me feel better. In addition to Officer Gober, two female detectives arrived shortly he took my statement to take pictures of my neck where I had been hit and scratched. They were very helpful and kind, but unfortunately I did not learn their names.

My gratitude also goes out to every other officer and detective who worked this case, but whose names I do not know. I truly appreciate all of the hard work that you put into finding Ernest Seay, a horrible man with such a lengthy history of hurting women.

Sincerely,
Mary Poole